



<b>Title:</b>	<b>General Ledger-Account Inquiry</b>	<b>Document ID: GL0010</b>
<b>Replaces:</b>	<b>On-line Account Inquiry, GL600</b>	<b>Date Modified: 08/07/2014</b>

**Purpose:** This procedure details how to perform account inquiries in the General Ledger, *Account* window. Query for a single or a range of account codes for one or more accounting periods, while retrieving actual, budget, or encumbrance transactions. The Account window provides:

- Accounting period and year to date balances.
- Full and Detail journal entries for the period/s queried including credit and debit entries.
- Drilldown into Oracle subledger application to actual transaction details.


**For Questions Contact:** Finance Customer Care at [financecustomercare@ohio.edu](mailto:financecustomercare@ohio.edu) or 740.597.6446.

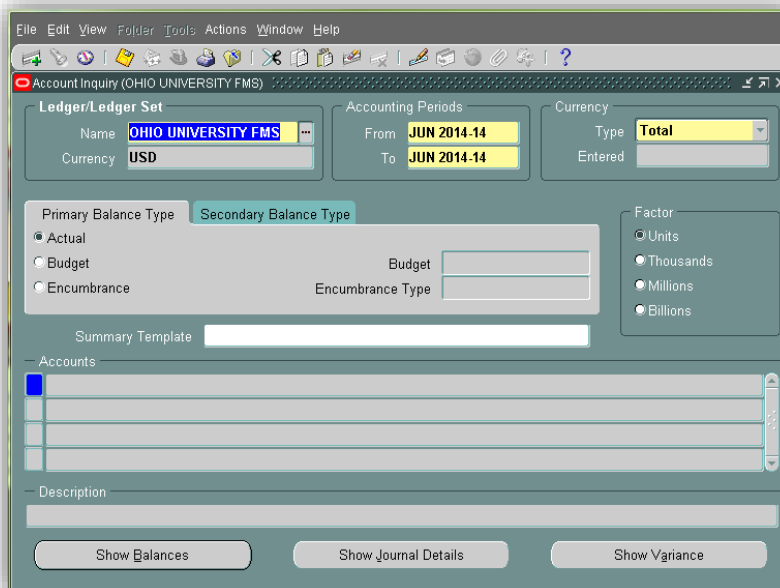
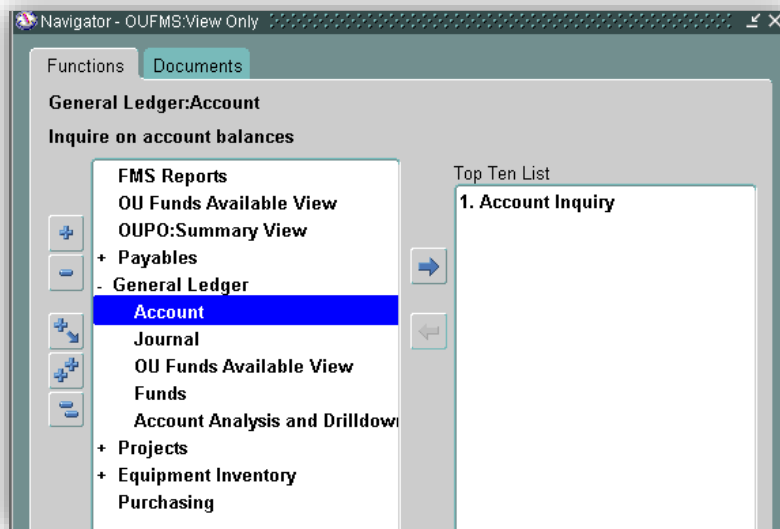
**ATTN: FOR TIPS ON NAVIGATION AND COMMONLY USED FIELDS ACCESS THE ORACLE NAVIGATION DOCUMENT.**

## Table of Contents

<b>NAVIGATE TO ACCOUNT INQUIRY WINDOW .....</b>	<b>2</b>
<b>ENTER SEARCH CRITERIA.....</b>	<b>3</b>
ACCOUNTING PERIODS.....	3
CURRENCY TYPE.....	3
PRIMARY BALANCE TYPE.....	3
SECONDARY BALANCE TYPE.....	3
FACTOR.....	3
SUMMARY TEMPLATE .....	3
ACCOUNTS.....	3
DRILL DOWN TO DETAILS: SHOW BALANCES, JOURNAL DETAILS, OR VARIANCE.....	4
<b>SHOW BALANCES FROM ACCOUNT INQUIRY .....</b>	<b>5</b>
ACCESS SUMMARY BALANCES FROM JOURNALS WINDOW .....	5
ACCESS JOURNAL DETAILS FROM JOURNALS WINDOW .....	6
<i>Drilldown from Journals Window to View Journal Entry Lines.....</i>	<i>7</i>
<i>View Journal Entry Lines Window .....</i>	<i>8</i>
<i>Show Full Journal from Journals Window .....</i>	<i>8</i>
<b>SHOW JOURNAL DETAILS.....</b>	<b>9</b>
SHOW FULL JOURNAL FROM THE JOURNALS WINDOW.....	9
SHOW T ACCOUNTS FROM THE JOURNALS WINDOW.....	11
DRILLDOWN FROM THE JOURNALS WINDOW .....	12
<b>SHOW VARIANCE .....</b>	<b>13</b>
<b>VIEW (SEARCH) .....</b>	<b>13</b>
<b>EXPORT DATA .....</b>	<b>13</b>

## NAVIGATE TO ACCOUNT INQUIRY WINDOW

1. Click **General Ledger** link. Next, click **Account** link.
2. The *Navigator* window and *Account Inquiry* window are both displayed. To add the *Account Inquiry* window to the Top Ten List, verify the General Ledger>Account is highlighted in blue, then click the **Add to List** button . Next time you want to access the *Account Inquiry* window, click on the *Account Inquiry* link in the Top Ten List.

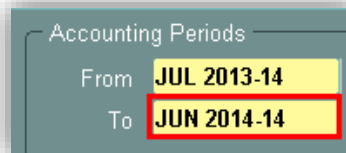


## ENTER SEARCH CRITERIA

The Ledger name defaults to Ohio University FMS and cannot be changed.

### Accounting Periods

The Accounting Periods From/To fields are defaulted with the current month Accounting Period. Enter the appropriate Accounting Period in the From/To fields (either key value or use LOV).



The screenshot shows a form titled "Accounting Periods". It has two input fields: "From" and "To". The "From" field contains the text "JUL 2013-14" and is highlighted in yellow. The "To" field contains the text "JUN 2014-14" and is highlighted in red.

### Currency Type

The Currency Type is defaulted to Total. Leave the default option to query results.

### Primary Balance Type

Click the *Primary Balance Type* tab. Click the appropriate Primary Balance Type. You may choose actual, budget, or encumbrance *Primary Balance Types*.

1. Actual Primary Balance Type is the default to be used to query balances and journal details of actual transactions.
2. Budget Primary Balance Type - Query for balances and journal details of budget transactions.
  - Click **Budget** radio button. The *Budget* field is highlighted.
  - Enter **OU FMS BUDGET** (the default).
3. Encumbrance Primary Balance Type - Query for balances and journal details of encumbrances.
  - Click **Encumbrance** radio button. The *Encumbrance Type* field is highlighted.
  - Enter the appropriate *Encumbrance Type* (i.e., commitment).

### Secondary Balance Type

OU is not using the *Secondary Balance Type* option.

### Factor

Defaults to *Units*. Leave unless you want the query to round data to thousands, millions, or billions.

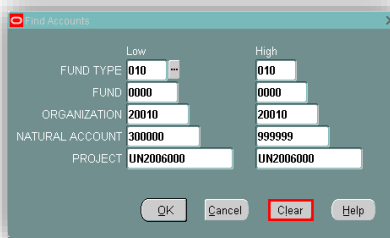
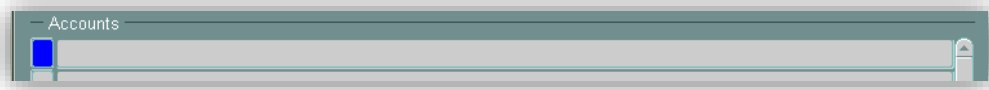
### Summary Template

OU is not using the *Summary Templates* functionality.

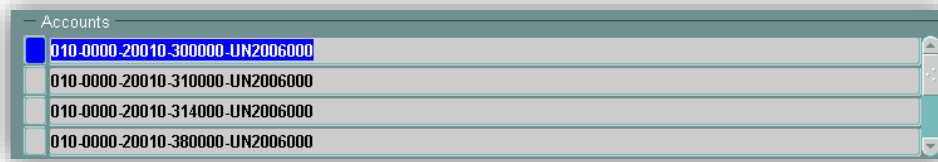
### Accounts

The Find Accounts window can be used to query a single account or a range of accounts.

1. Click on the first line of the *Accounts* section. The *Find Accounts* window is displayed.



2. Enter the appropriate value in the each *Low/High* segment field (either key value or use LOV).
3. Click **OK**. The valid account code combination results display in the *Accounts* section.



4. Press the down/up arrow keys on your keyboard to move from one account code combination to the next or use your mouse on the vertical scroll bar (located to the right of the *Accounts* section) to move from one account code combination to the next.

### Drill Down to Details: Show Balances, Journal Details, or Variance

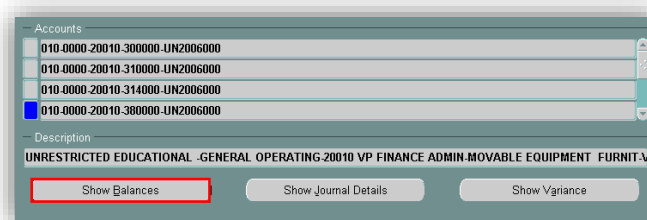
After you have entered your search criteria, click the Show Balances, or Show Journal Details buttons to view further details and transactions.

Account Inquiry Button	Description
<b>Show Balances</b>	Displays the <i>Detail Balances</i> window. Displays the Period-to-Date (PTD) and Year-to-Date (YTD) balances for queried accounting periods and selected account code combinations. Drill down to view transactions.
<b>Show Journal Details</b>	Displays the <i>Journals</i> window. Displays journal entry activity and transactions for the queried accounting periods and selected account code combinations. Drill down to view transactions.
<b>Show Variance</b>	OU is not using the <i>Show Variance</i> functionality.

## SHOW BALANCES FROM ACCOUNT INQUIRY

When you initiate an inquiry on an account code combination, you can drill down to view detail balances for the period/s you specify. The *Detail Balances* window displays accounting period, PTD balances, and YTD balances of transactions for the selected balance type and account code combination. From the *Detail Balances* window there are two buttons displayed; *Journal Details* and *Summary Balances*. OU does not use *Summary Balances*. For *Journal Details* see next section.

1. On the *Account Inquiry* window, click in the **Accounts** line for the desired account.



2. Click the **Show Balances** button.

The *Detail Balances* window is displayed. The Period-to-Date (PTD) balances and the Year-to-Date (YTD) balances are displayed for the account code for each accounting period.

The screenshot shows a window titled 'Detail Balances (OHIO UNIVERSITY FMS) - 010-0000-20010-380000-UN2006000'. The window displays a table with columns for Period, Currency, PTD, PTD Converted, YTD, and YTD Converted. The 'Balance Type' is set to 'Actual' and the 'Currency Type' is set to 'Total'. The 'Journal Details' button is highlighted with a red box.

Period	Currency	PTD	PTD Converted	YTD	YTD Converted
OCT 2013	USD	1,966.41		1,966.41	
NOV 2013	USD	1,019.60		2,986.01	
DEC 2013	USD	509.80		3,495.81	
JAN 2014	USD	0.00		3,495.81	
FEB 2014	USD	1,387.50		4,883.31	
MAR 2014	USD	0.00		4,883.31	
APR 2014	USD	12,159.65		17,042.96	
MAY 2014	USD	0.00		17,042.96	
JUN 2014	USD	0.00		17,042.96	

**NOTE:** The account code combination is displayed in the top banner of the *Detail Balances* window.

3. You can close this window to return to the *Account Inquiry* window or you can drill down to view more detailed transactions from this window.
  - To close this window, click on the **X** in the upper, right-hand side of window. You will be returned to the *Account Inquiry* window.
  - To drilldown to view more detailed transactions, click *Journal Details* button.

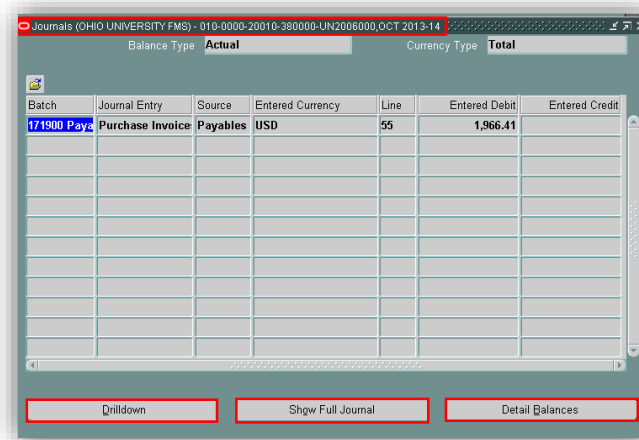
## Access Summary Balances from Journals Window

OU does not use the Summary Balances functionality.

## Access Journal Details from Journals Window

Journals window displays the journal entries that contribute to the detail balance for each period.

1. If more than one entry is displayed on the *Detail Balances* window, click on the detail balance row for the journal details you want to review. A highlight will display.
2. Click the **Journals Details** button (see screenshot on previous page). The *Journals* window displays.



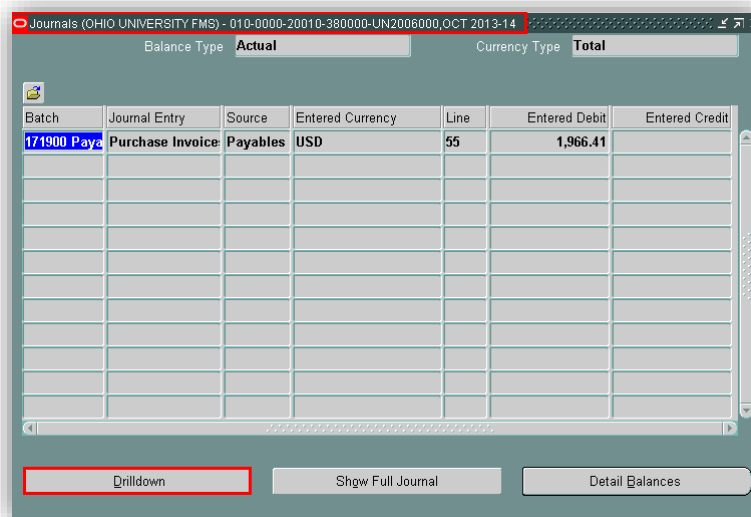
<i>Journals</i> Window Field Name	Description
Batch	Batch name assigned to the transaction
Journal Entry	Journal entry name
Source	The module or interface system that created the transaction (Manual, Payables, Receivables, Assets, Phone, Spreadsheet, etc.)
Line	Line # equals line number of this transaction in the original full journal
Entered Debit/Credit	The dollar amount of the debit/credit

3. You can close this window to return back to the *Account Inquiry* window or the *Detail Balances* window, or you can drilldown to view more detailed transactions;
  - To close this window, click on the **X** in the upper, right-hand side of window. You will be returned to the *Account Inquiry* window.
  - To return to the *Detail Balances* window, click the **Detail Balances** button.
  - To view more detailed transactions, refer to the *Drilldown from the Journal Window* section or the *Show Full Journal from Journals Window* section.

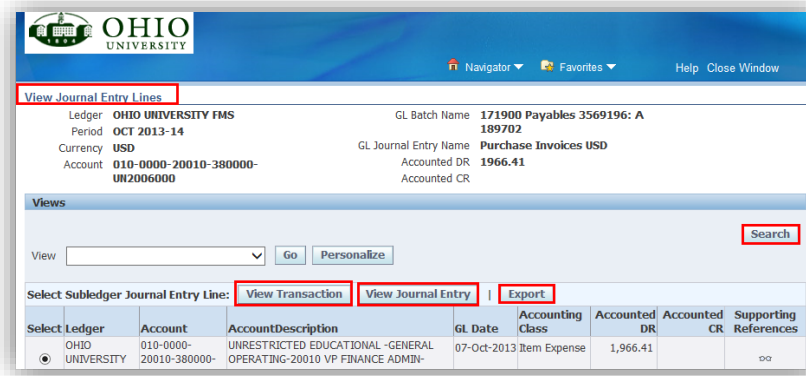
**NOTE:** From the Journals window you can drilldown to further detail, show the full journal entry, or return to the *Detail Balances* window. You can drilldown to the actual transactions if the source of the entry is another Oracle Application (i.e., Payables, Receivables, Projects, Purchasing, Inventory, and Fixed Assets). You can drilldown only if the *Drilldown* button is illuminated.

### Drilldown from Journals Window to View Journal Entry Lines

Drilldown to Oracle subledger applications. You can review transactions that summarize the journal balances. This button is only illuminated if the journal originated from an Oracle subledger (i.e., Payables, Receivables, and Projects). If more than one journal entry is displayed, click on the journal entry row whose journal details you want to review. A blue highlight will display.



1. If more than one entry is displayed on the *Journals* window, click on the row whose journal details you want to review. A highlight will display.
2. Click the **Drilldown** button. The *View Journal Entry Lines* window displays.



3. Click **View Transaction** or **View Journal Entry** buttons to drilldown to more details.

### View Journal Entry Lines Window

The View Journal Entry Lines window enables the user to view more detailed information about the transactions. It also enables you to drill down to the Invoice Workbench for more invoice details, view the full journal entry, create and save a search, or run an export of the data.

Refer to the *General Ledger-Journal Entry Inquiry* document for topics below;

- View Journal Entry Lines Window-View Transaction
- View Journal Entry Lines Window-View Journal Entry
- View Journal Entry Lines Window-Subledger Journal Entry
- View Journal Entry Lines Window-Supporting References
- View Journal Entry Lines Window-Advanced Search Feature

### Show Full Journal from Journals Window

Path: Account Inquiry>Show Balances>Journal Details>Show Full Journal

The *Journals* window accessed from the above path is the same *Journals* window that displays from the Show Journal Details path which is listed next.

Refer to next section for detailed instructions.

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
171900 Paya	Purchase Invoice	Payables	USD	55	1,966.41	
Spreadshee	JE011113.1107R05	Spreadsh	USD	1	1,019.60	
Spreadshee	JE171213.1458R06	Spreadsh	USD	1	231.98	
Spreadshee	JE171213.1458R06	Spreadsh	USD	2	277.82	
174276 Paya	Purchase Invoice	Payables	USD	44	1,387.50	
Spreadshee	JE100414.1300G1C	Spreadsh	USD	9	153.45	
Spreadshee	JE100414.1300G1C	Spreadsh	USD	10	188.10	
Spreadshee	JE100414.1300G1C	Spreadsh	USD	11	366.75	
Spreadshee	JE100414.1300G1C	Spreadsh	USD	12	535.05	
Spreadshee	JE100414.1300G1C	Spreadsh	USD	13	999.00	
Spreadshee	JE100414.1300G1C	Spreadsh	USD	14	1,367.70	
Spreadshee	JE100414.1300G1C	Spreadsh	USD	15	1,850.00	



## SHOW JOURNAL DETAILS

When you initiate an inquiry on an account code combination, you can drilldown to view a specific journal entry, show the full journal for the date range, or view monthly detailed balances.

### Show Full Journal from the Journals Window

Path: General Ledger>Accounts. Displays the *Account Inquiry* window.

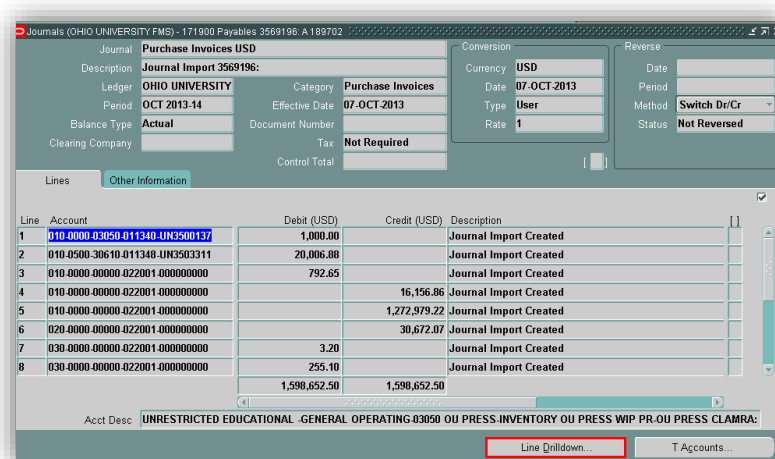
1. Click the **Show Journal Details** button. The *Journals* window displays.

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
171900 Paya	Purchase Invoice	Payables	USD	55	1,966.41	
Spreadshee	JE011113.1107R05	Spreadsh	USD	1	1,019.60	
Spreadshee	JE171213.1458R06	Spreadsh	USD	1	231.98	
Spreadshee	JE171213.1458R06	Spreadsh	USD	2	277.82	
174276 Paya	Purchase Invoice	Payables	USD	44	1,387.50	
Spreadshee	JE100414.1300G10	Spreadsh	USD	9	153.45	
Spreadshee	JE100414.1300G10	Spreadsh	USD	10	188.10	
Spreadshee	JE100414.1300G10	Spreadsh	USD	11	366.75	
Spreadshee	JE100414.1300G10	Spreadsh	USD	12	535.05	
Spreadshee	JE100414.1300G10	Spreadsh	USD	13	999.00	
Spreadshee	JE100414.1300G10	Spreadsh	USD	14	1,367.70	
Spreadshee	JE100414.1300G10	Spreadsh	USD	15	1,850.00	

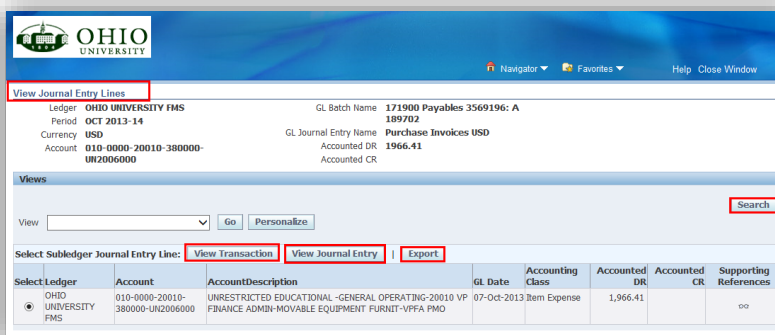
This window displays the full journal entry, which includes the specific journal line item. The Line number identified on the Journals window will match the line number on the Full Journal window. From this window you may select a journal whose detail you want to review further. You can drilldown to further detail, show the full journal entry, or view the *Detail Balances* window.

**NOTE:** You can drilldown to the actual transactions entered in the system if the source of the entry is another Oracle Application (i.e., Payables, Receivables, and Fixed Assets). You can drilldown only if the Line Drilldown button is illuminated.

2. If more than one entry is displayed on the *Journals* window, click on the specific row whose journal details you want to review. A highlight will display.
3. Click **Show Full Journal** button. *Journals* window displays full journal entry.

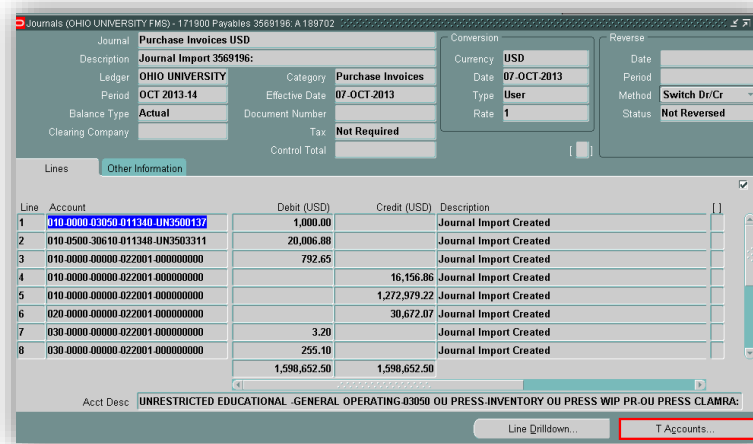


4. If more than one entry is displayed on the *Journals* window, click on the specific row whose journal details you want to review. A highlight will display.
5. Click **Line Drilldown** button. The *View Journal Entry Lines* window displays. For further instruction refer to the *Line Drilldown from the Journals Window* section of the *General Ledger-Journal Entry Inquiry* document.

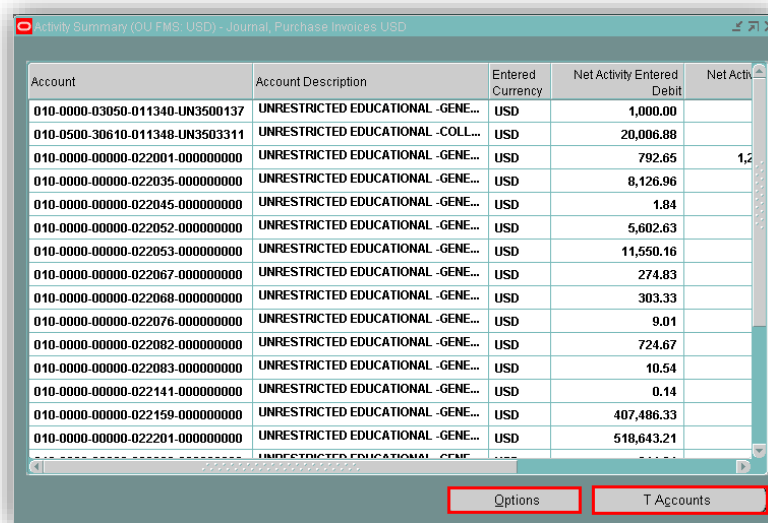


## Show T Accounts from the Journals Window

1. Click **T Accounts** button from the *Journals* window.



2. The *Activity Summary* window displays.



3. Click **Options** button to view the layout options of the *T Accounts* window. Edit and Save.
4. Click **T Accounts** button on the *Activity Summary* window. *T Accounts* window displays.

**NOTE:** For further instructions refer to the *Access T Accounts from the Journals Window* section of the *General Ledger-Journal Entry Inquiry* document.

5. To close all the windows, click on the **X** in the upper, right-hand side of window.

## Drilldown from the Journals Window

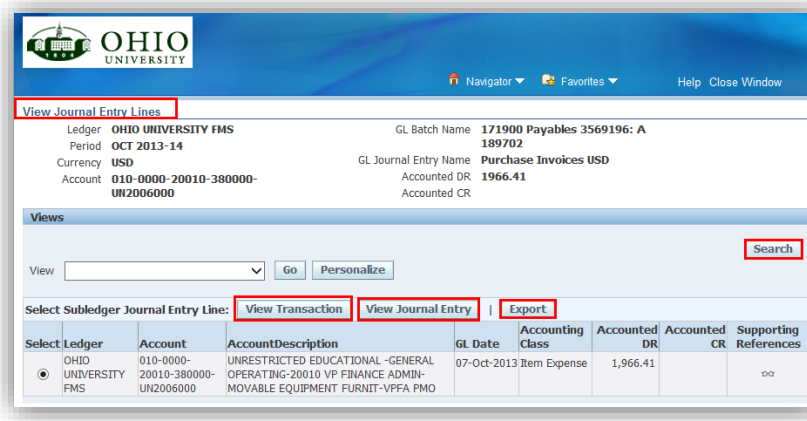
Path: General Ledger>Account. Displays *Account Inquiry* window.

1. On the *Account Inquiry* window, click in the **Accounts** line for a specific account to view more transaction details. A blue highlight displays on the row.
2. Click the **Show Journal Details** button. The *Journals* window displays.

Batch	Journal Entry	Source	Entered Currency	Line	Entered Debit	Entered Credit
171900 Paya	Purchase Invoice	Payables	USD	55	1,966.41	
Spreadsheet	JE011113.1107R05	Spreadsh	USD	1	1,019.60	
Spreadsheet	JE171213.1458R06	Spreadsh	USD	1	231.98	
Spreadsheet	JE171213.1458R06	Spreadsh	USD	2	277.82	
174276 Paya	Purchase Invoice	Payables	USD	44	1,387.50	
Spreadsheet	JE100414.1300G10	Spreadsh	USD	9	153.45	
Spreadsheet	JE100414.1300G10	Spreadsh	USD	10	188.10	
Spreadsheet	JE100414.1300G10	Spreadsh	USD	11	366.75	
Spreadsheet	JE100414.1300G10	Spreadsh	USD	12	535.05	
Spreadsheet	JE100414.1300G10	Spreadsh	USD	13	999.00	
Spreadsheet	JE100414.1300G10	Spreadsh	USD	14	1,367.70	
Spreadsheet	JE100414.1300G10	Spreadsh	USD	15	1,850.00	

3. Click **Drilldown** button. The *View Journal Entry Lines* window displays.

- For further instruction refer to the *Line Drilldown from the Journals Window* section of the *General Ledger-Journal Entry Inquiry* document.



## SHOW VARIANCE

OU is not using the *Show Variance* functionality.

## VIEW (SEARCH)

The View functionality saves your search criteria and layout to form a template to be saved and accessed for future use. Once a view has been saved with the Create View functionality, it can be accessed from the View drop-down list. The search results are not part of the saved view/template. There are options to display, edit, duplicate, and personalize views created. To view detailed instructions, refer to the *Oracle Navigation>Defining Personalize views in Web Based Oracle Windows* document.

## EXPORT DATA

To Export the data refer to *Oracle Navigation* document.